



UNITED STATES MARINE CORPS  
WEAPONS TRAINING BATTALION  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20059  
CAMP LEJEUNE NC 28542-0059

Canc: Sep 2016

WTBNBul 1500  
MTU

WEAPONS TRAINING BATTALION BULLETIN 1500

From: Commanding Officer, Weapons Training Battalion  
To: Distribution List

Subj: WEAPONS TRAINING BATTALION BULLETIN (WTBNBUL) 1500 FOR FY16 COMBAT MARKSMANSHIP TRAINER (CMT) COURSE AND COMBAT MARKSMANSHIP COACH (CMC) COURSE

Ref: (a) MCO 3574.2L  
(b) NAVMC 3500.41A  
(c) MCO 6100.13 W/ CH1

Encl: (1) FY16 CMT/CMC Course Dates  
(2) CMC Screening Checklist  
(3) CMT Screening Checklist  
(4) Gear List  
(5) Sample Equipment Repair Order (ERO) for Limited Technical Inspection/Pre-Firing Inspection (LTI/PFI)  
(6) Sample Detail Roster  
(7) Disenrollment Procedures  
(8) Student Evaluation Program Policy Letter 5-15

1. Purpose. This bulletin will provide units of II Marine Expeditionary Force, Marine Corps Installations East, Marine Corps Forces Special Operations Command, and Training and Education Command units located in eastern North Carolina with the necessary information to ensure their Marines are prepared to attend the courses conducted by the Stone Bay Marksmanship Training Unit (MTU), Weapons Training Battalion (WTBN), Camp Lejeune, North Carolina.

2. Cancellation. WTBNBUL 1500 Dated 27 August 2014

3. Background. In accordance with the references, MTU certifies Marines as Combat Marksmanship Coaches (CMC) Military Occupational Specialty (MOS) 0933, and Combat Marksmanship Trainers (CMT) MOS 0931, to provide required marksmanship training and to ensure that all units aboard Marine Corps Base Camp Lejeune and the surrounding geographic area have the capability to meet the requirements of the Marine Corps Combat Marksmanship Program (MCCMP).

4. Action

a. MTU Officer in Charge

(1) Assume staff cognizance of CMT/CMC courses including curriculum development, staffing, scheduling, execution and reporting.

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(2) Responsible for accountability, discipline and recognition of CMT/CMC students.

(3) Provide eleven CMC courses and six CMT courses in FY16.

b. MTU Staff Noncommissioned Officer in Charge

(1) Serve as the subject matter expert to CMT/CMC courses.

(2) Supervise day to day operations of the CMT/CMC courses.

(3) In coordination with S-3 and S-4, schedule required training venues and resources in support of CMT/CMC courses.

(4) Schedule Marine Corps Association representative to conduct a brief for FY16 CMT/CMC courses.

(5) Advise MTU OIC on CMT/CMC curriculum, staffing, scheduling, reporting, and execution, to include recommending students for dismissal and special recognition as necessary.

c. MTU Training Specialist

(1) Receive and coordinate nominations for CMT and CMC courses in MCTIMS.

(2) Coordinate and execute administrative functions pertaining to the check-in, disenrollment, and graduation for the CMT and CMC courses.

(3) Maintain a data base of all graduated CMT and CMC students.

(4) Schedule ranges as required for all CMT/CMC live fire events.

d. S-3. Provide (60) rifle range quotas for FY16 CMC courses per the dates provided in this Bulletin. Ensure that students are on the morning relay and released back to training upon completion of firing.

e. S-4. Coordinate with the MTU SNCOIC no later than 10 days prior to each class report date to establish a timeline for target building and target pickup.

f. Supply. Be prepared to provide supplies required to support MTU CMT and CMC Course operations.

5. Coordinating Instructions

a. Student Nomination. In order to secure a school seat, by name nominations should be submitted to the MTU as soon as possible, but not less than two weeks prior to the check in date of the course. The format for nomination submissions is contained on the MTU page of the WTBN website: <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx>. Screening Checklists must be completed on all nominees. Checklists will be presented to MTU personnel at check-in. The waiver of any item on the checklist must be approved by the MTU OIC or SNCOIC 10 days prior to check-in. Enclosures (2) and (3) contain sample CMC and CMT Screening Checklists. Points of contact for nominations are the MTU Training Specialist at 910-440-2060/email [alfred.j.karle@usmc.mil](mailto:alfred.j.karle@usmc.mil) and the MTU SNCOIC at 910-440-2027.

b. General Guidelines

(1) CMC. Students will report to building RR-50 at 0700, but no later than 0900, on the check-in date with a completed FY16 Screening Checklist and all of the weapons and optics, and supporting paperwork listed in the appropriate enclosures. Students must also have green on green PT gear at check-in. They will be weighed in upon check-in in accordance with reference (c). Students who arrive after 0900 will not be admitted to the course. Due to holidays and special liberty periods, check-in may occur on a different day than the Friday prior to the course start date.

(2) CMT. Students will report at 0700, but not later than 0730, to RR-50 on the reporting date listed in enclosure (1), which is normally the Monday the course convenes. Students not reporting on time will be dropped from the course. CMT students will report with a FY16 Screening Checklist, and note taking material identified in the appropriate enclosures. Students must also bring green on green PT gear to check in. They will be weighed in upon check-in in accordance with reference (c).

(3) Students who have not submitted all required check-in documents by 1200 on check-in day will not be admitted to their respective course.

(4) Units should check the Weapons Training Battalion MTU site at <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/mtu.aspx> for updates.

c. Weapons and Optics. CMC students need to arrive at check-in with the documents listed in paragraphs 3.c subparagraphs 1 and 2 below.

(1) Units are responsible for providing all required weapons and optics for their Marines, and transporting those weapons and optics to and from the course. It is the unit's responsibility to ensure all weapons and optics are in serviceable condition prior to the student's departure from their parent command. Units are strongly encouraged to provide 10% stock rifles, and stock pistols for their Marines.

(2) Student's weapons and optics must be stored in the WTBN armory during the course, and will be checked into the armory during their course check-in process.

(3) The following documents are required for the storage of weapons and ordnance material in the WTBN armory for CMC students. Examples can be found on the WTBN web site at <https://lejeune.usmc.afpms.mil/Units/WeaponsTrainingBattalion.aspx>. Examples are also provided in the enclosures.

(a) Equipment Repair Order (ERO) for limited technical inspection/pre-firing inspection (LTI/PFI). Example is shown in enclosure (5).

(b) Detail Roster for all Marines from their parent unit with an itemized list of equipment being stored in the armory. These letters must be hard copy signed by the unit Commanding Officer or Acting. Letters signed "By direction" or other signatures will not be accepted for weapon transfers. All listed serial numbers must be correct. One discrepancy nullifies the roster. Example is shown in enclosure (6). Forward an advanced copy of the detail roster one week prior to the class check-in day to [alfred.j.karle@usmc.mil](mailto:alfred.j.karle@usmc.mil).

## 6. Administration and Logistics

a. A complete list of pre-requisites can be found in enclosures (2) and (3). Marines DO NOT need a qualification score for FY16 to attend the Combat Marksmanship Coach Course. They will qualify with both the M9 service pistol and M4 carbine/M16A4 rifle with Rifle Combat Optic during the course.

b. School seats will be filled on a first come first serve basis. In order to support as many units' needs as possible; battalions, squadrons and schools are limited to 6 seats per class.

c. In order to attend the CMT course, Marines must be a Corporal or above. This requirement will NOT be waived. They must also be certified as a CMC, MOS 0933 and serve for 6 months as a CMC.

d. Disenrollment Procedures. See enclosure (7).

## 5. Command and Signal

a. Command. Commands are encouraged to visit or call the MTU with questions to inquire about their Marine's progress.

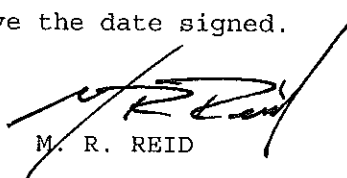
(1) All students who satisfy the requirements of their respective course will graduate in a formal ceremony typically held at 0900 on the final day of the course. The uniform for graduations is the seasonal Service Uniform. Family members and unit representatives are encouraged to attend the graduation ceremony.

(2) Graduating Marines will receive a certificate, CMT/CMC card and appropriate lesson plans in order to conduct training at their respective units. Marksmanship scores from Combat Marksmanship Coaches Course for those Marines requiring Annual Qualification scores, and recording of the CMT/CMC MOS will be run by the WTBN Administration Section.

## b. Signal

(1) The points of contact on matters pertaining to this bulletin are the MTU Training Specialist at 910-440-2060, MTU SNCOIC at 910-440-2027, or MTU OIC at 910-440-2026.

(2) This bulletin is effective the date signed.

  
M. R. REID

## DISTRIBUTION LIST: A

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MCAS New River, S-3

MCAS Cherry Point, S-3

RSU CLNC, S-3

MARKSMANSHIP TRAINING UNIT  
FY16 CMC/CMT COURSE DATES

COMBAT MARKSMANSHIP COACHES COURSE

<u>CLASS</u>	<u>CHECK IN</u>	<u>CONVENE</u>	<u>GRADUATE</u>
1-16	18 Sep 2015	21 Sep 2015	09 Oct 2015
2-16	16 Oct 2015	19 Oct 2015	06 Nov 2015
3-16	24 Nov 2015*	30 Nov 2015	18 Dec 2015
4-16	22 Jan 2016	25 Jan 2016	12 Feb 2016
5-16	19 Feb 2016	22 Feb 2016	11 Mar 2016
6-16	01 Apr 2016	04 Apr 2016	22 Apr 2016
7-16	29 Apr 2016	02 May 2016	20 May 2016
8-16	03 Jun 2016	06 Jun 2016	24 Jun 2016
9-16	08 Jul 2016	11 Jul 2016	29 Jul 2016
10-16	12 Aug 2016	15 Aug 2016	02 Sep 2016
11-16	09 Sep 2016	12 Sep 2016	30 Sep 2016

COMBAT MARKSMANSHIP TRAINERS COURSE

<u>CLASS</u>	<u>CHECK IN/CONVENE</u>	<u>GRADUATE</u>
1-16	28 Sep 2015	09 Oct 2015
2-16	07 Dec 2015	18 Dec 2015
3-16	01 Feb 2016	12 Feb 2016
4-16	09 May 2016	20 May 2016
5-16	13 Jun 2016	24 Jun 2016
6-16	22 Aug 2016	02 Sep 2016

\*Check in date is a Tuesday due to Thanksgiving Liberty period.

**MARKSMANSHIP TRAINING UNIT**  
**FY16 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

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1. Purpose. To assist parent commands with the selection and screening process for marines attending the CMC.
2. Information. Parent commands must ensure that their Marines meet all of the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites, or have not been properly screened will NOT be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC at least two weeks prior to the course start date.
4. Action. One copy of this completed checklist will be brought with the student when checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
(Last, First, MI)

EDIPI: UNIT:

PREREQUISITE	REMARKS	QUALIFIED
PFC - GYSGT	Commanding Officers should carefully screen Marines to ensure they possess the necessary maturity to serve as a unit Combat Marksmanship Coach.	Yes / No
MINIMUM 1 YEAR TIS AFADBD: _____	To ensure Commander has had sufficient time to observe Marines maturity and sustained performance.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0933 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No

Enclosure (2)

**MARKSMANSHIP TRAINING UNIT**  
**FY16 COMBAT MARKSMANSHIP COACH COURSE SCREENING CHECKLIST**

PREREQUISITE	REMARKS	QUALIFIED
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified as a Sharpshooter with the service rifle/carbine.	Yes / No
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3.	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
DISTANCE LEARNING REQUIREMENT	Completed the MarineNet Pistol; BERO8A	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	Marines must possess all required equipment as listed in enclosure (4) of this bulletin.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	Yes / No

**Company Gunnery Sergeant/First Sergeant:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**S-3 Representative: Operations Chief/Asst Operations Chief**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

MARKSMANSHIP TRAINING UNIT  
FY16 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST

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1. Purpose. To assist parent commands with the selection and screening process for Marines attending the CMT Course.
2. Information. Parent commands must ensure that their Marines meet all of the pre-requisites and are properly screened. Marines who arrive without meeting the pre-requisites, or have not been properly screened will **NOT** be enrolled in the course.
3. Waivers. Waivers for specific pre-requisites will be granted on a case-by-case basis. Requests for waivers to include a justification will be submitted to the Weapons Training Battalion MTU OIC or SNCOIC along with the nomination request.
4. Action. One copy of this completed checklist will be brought with the student to checking in. Any Marine found to not meet the prerequisite criteria may be subject to disenrollment at any time.

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_  
(Last, First, MI)

EDIPI: \_\_\_\_\_ UNIT: \_\_\_\_\_

PREREQUISITE	REMARKS	QUALIFIED
CPL - MGYSGT	Must be a Corporal or above.	Yes / No
FULL DUTY	Marine is medically and physically qualified for duty. Marine must have a minimum of 20/20 corrected vision.	Yes / No
MINIMUM OBLIGATED SERVICE EAS: _____	Marine is assigned secondary MOS of 0931 and needs to have sufficient obligated service, 1 year after course completion date to justify cost of course attendance.	Yes / No
RIFLE QUALIFICATION SCORE: _____ DATE: _____	Marine must have previously qualified Sharp Shooter or better with the service rifle/carbine.	Yes / No



**MARKSMANSHIP TRAINING UNIT**  
**FY16 COMBAT MARKSMANSHIP TRAINER COURSE SCREENING CHECKLIST**

PREREQUISITE	REMARKS	QUALIFIED
MEETS PERSONAL APPEARANCE, HEIGHT AND WEIGHT STANDARDS HT: _____ WT: _____ BODY FAT: _____	The Marine must be within the Marine Corps height and weight standards IAW MCO 6110.3.	Yes / No
DISCIPLINARY RECORD	No pending military or civil litigation. No courts-martial within one year.	Yes / No
PERSONAL AFFAIRS	No existing family, financial, or legal hardships/appointments preventing 100% participation	Yes / No
REQUIRED EQUIPMENT	See enclosure (4).	Yes / No
CMC QUALIFICATION	Must currently hold CMC MOS 0933 for at least six months and have a knowledge base consistent with that MOS. CPP complete.	Yes / No
DOCUMENTATION	A print out of the Marine's BTR is included.	Yes / No

**Company Gunnery Sergeant/First Sergeant:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

**S-3 Representative:**

Print: \_\_\_\_\_ Sign: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #: \_\_\_\_\_

MARKSMANSHIP TRAINING UNIT GEAR LIST

1. The following is the minimum gear that is required for students to attend CMC/CMT. Students are required to bring all the required gear to class when directed to do so by the Chief Instructor.

<u>ITEM</u>	<u>QUANTITY</u>
<u>CMC (ONLY)</u>	
M16A4/M4	1
M9 SERVICE PISTOL	1
PISTOL MAGAZINES	2
PISTOL MAG POUCHES	2
ISSUED M-9 <u>DROP</u> HOLSTER (Req. for CPP)	1
CARTRIDGE BELT	1
M9 CLEANING GEAR (SL-3) COMPLETE SET	1
AN/PEQ-15/16	1
AN/PVQ-31A OR AN/PVQ-31B (RCO)	1
AN/PVS 14B (SL-3 COMPLETE)	1
WEB, VICKERS OR APPROVED 3-POINT SLING	1
SLING ADAPTER (for M16/A4)	1
RIFLE MAGAZINE	6
LW HELMET W/NIGHT OPTIC MOUNT	1
FLAK JACKET	1
MAGAZINE POUCH	3
WEAPON CLEANING GEAR	1 COMPLETE SET
NOTEPAD	1
INDEX CARDS (PACK)	1
PENS/PENCILS (PACK 1 EACH)	1
ISSUED CAMELBACK/CANTEEN	1
LITHIUM BATTERIES	4
AA BATTERIES	4
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	1
<u>*STOCK RIFLE AND STOCK PISTOL</u>	Number dependent on # students
<u>GREEN ON GREEN PT GEAR</u>	1 - REQUIRED FOR WEIGH-IN ON CHECK-IN DAY
<u>CMT (ONLY)</u>	
NOTE TAKING MATERIAL	1 SET
SEASONAL SERVICE UNIFORM	1
ISSUED EAR AND EYE PROTECTION	1
<u>GREEN ON GREEN PT GEAR</u>	1 - REQUIRED FOR WEIGH-IN ON CHECK-IN DAY

**SAMPLE EQUIPMENT REPAIR ORDER (ERO) FOR LIMITED TECHNICAL  
INSPECTION/PRE-FIRING INSPECTION (LTI/PFI)**

ERO NO.		SERIAL NO. TURNED IN IF DIFFERENT FROM BELOW		ACCEPTED BY (SIGNATURE)		DATE FORN		DOT		ORGANIZATION DASH REPORT		DOT AG	
REQUEST NO. OLD ERO NO.		DOT		REPAIRMAN		DATE		DOT		ORGANIZATION		DOT AG	
CARRIER AC		AUTHORIZED BY (SIGNATURE)		DATE		DOT		DOT		ORGANIZATION		DOT AG	
CARRIER CODE (SEE INSTRUCTIONS)		DOT		DOT		DOT		DOT		ORGANIZATION		DOT AG	
OPERATION-REFERENCE		CARRIER PHONE NO.		DOT		DOT		DOT		ORGANIZATION		DOT AG	
CARD TYPE (CHECK ONE)		NON OF ITEM		OR		T-CLASS		PAGE		NON-CLASSIFICATION		THU ONE NO.	
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**SAMPLE EQUIPMENT REPAIR ORDER (ERO) FOR LIMITED TECHNICAL  
INSPECTION/PRE-FIRING INSPECTION (LTI/PFI)**

QTY: \_\_\_\_\_ DATE: \_\_\_\_\_ LTI/PFI PERFORMED  
IAW: \_\_\_\_\_

	SERIAL#	1	2	3	4	5	6	7	8	9	10	11	12	COND CODE	REMARKS
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**DISCREPEANCIES**

1.	4.	7.	10.
2.	5.	8.	11.
3.	6.	9.	12.

CONDITION CODES			MAINTENANCE CODES		
<b>A</b>	Serviceable	100% Complete	<b>C</b>	1st Echelon	User/Operator/Crew
<b>E</b>	Repairable	0-10% Total Cost	<b>O</b>	2nd Echelon	Organizational Maintenance
<b>G</b>	Kits/Sets/Ches	65-100% Replace	<b>F</b>	3rd Echelon	Direct Support Maintenance
<b>H</b>	ts		<b>H</b>	4th Echelon	General Support Maintenance
<b>P</b>	Unrepairable	Above 65% Item Cost	<b>D</b>	5th Echelon	Depot Maintenance
<b>W</b>	Repairable	11-25% Item Cost			
<b>Y</b>	Repairable	26-40% Item Cost			
	Repairable				

BY (PRINT): \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



## SAMPLE DETAIL ROSTER

UNITED STATES MARINE CORPS  
UNIT LETTERHEAD

3501  
S-3  
DATE HERE

From: Commanding Officer, UNIT NAME GOES HERE  
To: Commanding Officer, Weapons Training Battalion, Marine  
Corps Base, Camp Lejeune, NC (Attn: MTU)

Subj: DETAIL ROSTER

Ref: (a) MCO 3574.2\_  
(b) WTBnO 3000.3B

1. Per the references, the following detail roster is submitted for the period of DATE OF COURSE.

[illegible]

2. All RCOs will be checked for serviceability, operability, and cleanliness to include but not limited to: adjustment turrets, the correct number of under screws to include the proper lock tight on them.

3. All Marines assigned to this detail understand this course is their appointed place of duty, and weapons will not be released from the armory until the course is complete.

COMMANDING OFFICER SIGNATURE

Enclosure (6)

### Disenrollment Procedures

1. Students may be subject to disenrollment from the course at any time at the discretion of the MTU OIC. Prior to disenrollment the Marine's unit will be telephonically notified of the reason the Marine is being disenrolled and to expect the Marine to report back IMMEDIATELY with a letter to the Commanding Officer explaining why the Marine was disenrolled. Students may be dismissed for reasons including but not limited to the following:

a. Not checking into the course with the correct forms and prescribed gear.

b. Integrity violations, to include cheating on any written or performance examinations.

c. Physical and medical problems that preclude the Marine from participating in required training evolutions.

d. Marines are not authorized to take annual leave during the course.

e. Failure to meet the marksmanship standards of the course. Students must fire a score of 200 or greater on Table 1A and a score of 80 or higher score on Table 2 with the service rifle. A Marksman or higher score with the M9 service pistol is required. Also, completion of the course of fire for Tables 3 through 6 in accordance with reference (a) is required.

f. Failure of exams. Students will be afforded the opportunity to remediate each written exam during Combat Marksmanship Coach Course and Combat Marksmanship Trainer Course. The score from the first attempt will count toward the student's overall class average. Failure of the same exam twice will be cause for disenrollment. Any three exam failures will also be a cause for disenrollment.

(1) The initial failure of a written or performance exam will result in a counseling conducted by the squad advisor. The student will be given additional remediation training and then retested.

(2) The second failure of the same written or performance exam will result in a counseling conducted by the Chief Instructor and disenrollment.

(3) Upon failure of a third written or performance exam, the Marine will receive a counseling by the SNCOIC and then will be disenrolled from the course. The Marine's parent command will be notified of the academic failure and disenrollment procedures will begin.

g. Any unauthorized absence, for any period of time, will result in disenrollment from the CMT or CMC course.

h. Students who demonstrate unprofessional or disrespectful behavior towards MTU Staff will be disenrolled from the course at the discretion of the MTU OIC or SNCOIC.

i. Disenrollment Actions. If the MTU OIC determines that a student is to be disenrolled from the course, the following actions will be taken:

(1) Telephonically notify the Marine's unit.

(2) Ensure that the Marine is properly checked out of WTBN to include Supply, Armory, and Billeting.

(3) Generate a disenrollment letter, from the WTBN Commanding Officer, addressed to the Marine's Commanding Officer detailing the reason for disenrollment.



UNITED STATES MARINE CORPS  
WEAPONS TRAINING BATTALION  
MARINE CORPS INSTALLATIONS EAST-MARINE CORPS BASE  
PSC BOX 20059  
CAMP LEJUNE NC 28542-0059

IN REPLY REFER TO:

5100

WTBN

APR 16 2015

COMMANDING OFFICER'S POLICY LETTER 5-15

From: Commanding Officer, Weapons Training Battalion  
To: Distribution List

Subj: MARKSMANSHIP TRAINING UNIT (MTU) STUDENT EVALUATION PROGRAM

Ref: (a) WTBNO 3000.3E  
(b) MCO 1553.2\_  
(c) Marksmanship Training Unit Program of Instruction  
(d) MCO 3574.2\_

Encl: (1) Sample CMC Evaluation Form

1. Situation. Weapons Training Battalion (WTBN), Camp Lejeune seeks to revitalize the role of Combat Marksmanship leaders in marksmanship training by developing a process to evaluate, and mentor Combat Marksmanship Coach (CMC) students.

2. Mission. WTBN Stone Bay assesses and reports on the performance of student CMCs during the CMC Course in order to continuously improve future CMCs and ultimately combat marksmanship training in the Camp Lejeune, North Carolina area.

3. Execution

a. Commander's Intent

(1) Purpose. The Marine Corps ethos "Every Marine a Rifleman" is part of the foundation on which Marines are created. Exceptional marksmanship is a defining characteristic of U.S. Marines. CMCs are on the front line in developing and maintaining our commitment to the "Every Marine a Rifleman" ethos. WTBN and MTU in particular seek to evaluate and educate student CMCs whose future leadership, expertise, and initiative will significantly impact marksmanship in the Camp Lejeune, North Carolina area.

(2) Method. MTU will evaluate student CMCs in accordance with reference (a) and assign appropriate grades. These evaluations will be utilized in determining the honor graduate and possible candidates for disenrollment.

(3) End state. MTU engages with student CMCs and focuses on the importance of CMCs to the Marine Corps Combat Marksmanship Program. MTU graduates CMCs that are well-grounded in the fundamentals of combat marksmanship and capable of effectively transmitting their knowledge to Marine Corps shooters. Overall marksmanship proficiency in the Camp Lejeune area units increases due to the graduation of capable and proactive CMCs.

b. Concept of Operations. Students of the CMC Course will be evaluated not only by their performance on exams, the rifle range, and pistol range,

ENCLOSURE



Subj: MARKSMANSHIP TRAINING UNIT (MTU) STUDENT EVALUATION PROGRAM

but they will also be evaluated on their overall performance as a CMC student. The CMC students will be evaluated in accordance with the CMC Evaluation program that is utilized on the Known Distance ranges, appendix c of reference (a). Students' performance will be tracked by the CMC evaluation form and serve as a tool to provide feedback. A compilation of the counselings will be maintained on file and utilized in determining the honor graduate and if a student should be disenrolled from the course.

c. Tasks. Marksmanship Training Unit.

- (1) Evaluate students in accordance with the CMC Evaluation Program.
- (2) Compile and maintain a list of all Marines that graduate the CMC course.
- (3) Maintain a record of CMC student files as required.

d. Coordinating Instructions

(1) Evaluation Program: Upon commencement of each CMC course, the students will receive a brief introducing them to the CMC Evaluation Program and how it will be utilized in evaluating their performance, both positively and negatively, as a CMC student. A student's noteworthy performance along with his/her exams scores will be used to determine the honor graduate for that CMC course. This evaluation will also serve as a tool to guide each student on improving their abilities as a CMC. Over the course of the program of instruction, if a student receives unfavorable counselings they will be subject to remediation. If a student receives three unfavorable counselings they will be disenrolled from the course upon receipt of the third counseling. Once completed, each counseling will be filed in the student's training file and maintained for the duration of the course plus three additional years after graduation (ref c).

(2) Evaluation Process: Each CMC student will receive counselings, on training days 5, 8, 10, and 14, with feedback on performance and recommendations for improvements through remediation if the student has received "below average" or "unsatisfactory" marks. CMC students that have been identified with "below average" and "unsatisfactory" marks on their evaluation sheets will receive guidance on how to improve during the next observation period.

(a) Examples of actions that constitute a "below average" marking consist of items such as: unprofessionalism, inability to participate in practical application periods when asked knowledge based questions, being disrespectful to other students and/or staff, and lack of initiative when having difficulties understanding materials or execution of action based events.

(b) Examples of actions that constitute an "unsatisfactory" marking consist of items such as: flagrant disregard for safety, utilizing foul language when responding with any MTU staff or peers, sleeping in class, not having required gear to participate in a range or practical application event.

(c) It is expected that the student make a concerted effort and bold adjustments to their performance and/or behavior after receiving an unfavorable counseling. Improvements on "below average"/"unsatisfactory" markings and unfavorable counselings can be made through acting in a

Subj: MARKSMANSHIP TRAINING UNIT (MTU) STUDENT EVALUATION PROGRAM

professional military manner, being respectful, applying yourself to actively improve any noted deficiencies, participating in class, not being disruptive during periods when information is being passed to the group, being attentive and asking questions, being prepared, and setting the example expected of a future CMC.

(d) In the event that a CMC student receives a minimum of three (3) unfavorable counselings, they will be recommended for disenrollment by their Squad Instructor, per reference (c).

(e) All "below average" and "unsatisfactory" markings will be reviewed by the Course Chief prior to the student receiving an unfavorable counseling to ensure that the marking is substantiated.

(f) Each student that receives a below average or unsatisfactory marking will receive an unfavorable counseling from the MTU SNCOIC. The Course Chief and respective Squad Instructor will be present during the counseling.

(3) Disenrollment Process: Any negative trends that are identified and for which there is a failure to improve, the student will be identified by the Course Chief to the MTU SNCOIC. The MTU SNCOIC will submit the recommendation for disenrollment and student package to the MTU OIC after the third, and final, counseling for below average performance in accordance with reference (c). In the absence of the MTU SNCOIC, the Course Chief will conduct the counseling. In the absence of the MTU OIC, the SNCOIC will approve or deny disenrollment. The students' disenrollment package will consist of the following:

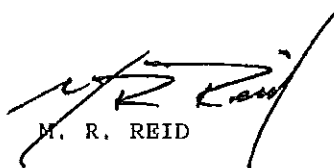
(a) All written exams and grades.

(b) All practical exams and grades.

(c) All counselings given over the course of the program of instruction.

4. Administration and Logistics. An electronic version of this policy letter and enclosures can be found on the S3 section of the WTBN website at <http://www.lejeune.marines.mil/Units/WeaponsTrainingBattalion/s3.aspx>.

5. Command and Signal. The point of contact is the MTU OIC at (910) 440-2026.

  
M. R. REID

DISTRIBUTION: A

# CMC Evaluation Form

Squad Instructor

Date

Marine Counseled

Squad

## PERFORMANCE STANDARD

1. Understanding of proper application of MCO 3574.2, MCRP 3-01 and safety.

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

2. Ability to direct/assist shooters on weapons serviceability inspection, conducting load out and executing course of fire.

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

3. Ability to fault check and make corrections to the shooter. Communicate fundamentals and coach proper adjustments / position refinement.

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

4. Overall initiative for improving marksmanship

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

5. Coach's utilization of remedial training / maximizing time and resources (data book analysis, ISMT)

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

6. Professionalism when dealing with range staff and shooters.

OS	EX	AA	AV	BA	UNSAT
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Comments: \_\_\_\_\_

**ENCLOSURE**

[illegible]

### Outstanding (OS)

Excellent (EX)

Above Average (AA)

Average (AV)

**Below Average (BA)**

Unsatisfactory (UNSAT)

Squad Instructor / Signature & Date

SNCOIC / Signature & Date

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Marine Counselor / Signature & Date

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OLC / Signature & Date

# ENCLOSURE